

**SUBJECT:** Supplemental Summary for FY 2015 Annual HUB Report for Agency 556

Texas A&M AgriLife Research (AgriLife Research) remains firmly committed to increasing the utilization of Historically Underutilized Businesses (HUB). Our active participation in Economic Opportunity Forums, as well as, the Texas University HUB Coordinators Alliance, and the HUB Discussion Workgroup, provides important opportunities to meet prospective HUB vendors, network with other state agencies and share strategies for improving HUB participation.

AgriLife Research, a founding member of the Texas A&M University System (TAMUS) Cooperative Mentor-Protégé Program, continues to actively seek both mentors and protégés to participate in the program.

In an effort to provide greater access for HUB businesses, AgriLife Research continues to work closely with minority organizations, the local Small Business Development Center, and chambers of commerce to identify and assist qualifying businesses with the HUB certification process. During Fiscal Year 2015, the AgriLife Research HUB Office has worked with numerous potential and existing HUB vendors; this includes providing guidance regarding state purchasing in general, our agency purchasing processes, and the TAMUS Cooperative Mentor-Protégé Program.

A substantial percentage (42.74%) of AgriLife Research's biddable purchases were made against existing contracts, such as: State Term contracts, TXMAS contracts, DIR contracts, TAMU System-wide contracts, and E & I Cooperative contracts, as they represent the best value for the agency in both time and financial savings. Given the agricultural, highly technical, and scientific nature of the majority of our purchases, it is often difficult to find HUB vendors. Of the purchases made by AgriLife Research, 40.32% were sole source purchases, available only from the manufacturer.

Through a cooperative effort, Texas A&M AgriLife Purchasing Department and Administration have written agency purchasing procedures to require a minimum of six bids, four from HUB vendors, for all purchases in excess of 10,000. For purchases under \$10,000, units are diligent in their efforts to place orders that fall below the bidding threshold with HUB vendors. For purchases requiring bids, 9.3% of the HUB vendors solicited responded, with less than 2% of those responding being competitive enough to receive an award.

The agency outreach activities during Fiscal Year 2015 include the following:

1. University of Houston HUB Vendor Fair & Workshop - 10/ 8/14 & 4/15/15
2. HUB Discussion Work Group - 1/28/14, 12/15/14, 2/13/15, 4/30/15, 7/10/2015
3. TUHCA Quarterly Meeting s - 11/7/14, 1/29/15, 5/28/15
4. Stephen F. Austin State University 16<sup>th</sup> Vendor Fair & Exhibit (Cohosted) - 10/30/2014
5. Bexar County Contracting Conference & C December 8-9, 2014
6. Specialized Vendor Forums - 1/29/15, 5/20/15, & 7/24/2015
7. Beaumont Procurement Connection Seminar & Expo - 2/19/2015
8. TDCJ and SHSU 19<sup>th</sup> Annual HUB/Vendor Show - 3/24/2015
9. "Taking Care of Business" Austin - 4/2/215
10. Texas Tech - Small Business Expo - 4/22/15
11. 2015 Procurement Conn & Expo & TAMUS Meeting for HUB Coordinators/Directors - 7/28-29/15

Sincerely,



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Director of Purchasing and HUB



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